

GLIP Application Instructions *New for 2018-2019*

Beginning this Fall, GLIP applications will be submitted electronically. Applicants will submit the completed application to their campus coordinator, and then campus coordinators will submit all approved applications from their campuses to glip@gsu.edu.

Applicants should compile all of their application materials, and then merge them into a single PDF document for submission to their campus coordinator. PDF documents can be made with programs such as Adobe Acrobat (many times available through university and college technology offices, or through a free trial via Adobe) or free, online programs such as www.pdfmerge.com or [https://combinepdf.com](http://combinepdf.com)

To create PDF documents:

- Most word processing programs now have a function that allows you to choose “save as” either a PDF or XPS file.
- Many copy machines also allow you to scan documents and then save them as a PDF and send those scanned documents to your email.

To merge PDF documents:

- If you have multiple PDF documents that need to be combined together:
 - With Acrobat, click on the Tools menu and select “Combine Files”
 - Click “Combine Files” and then choose “Add Files” to select the files you wish to include in the final PDF document.
 - Click, drag and drop to reorder the files.
 - When finished, click “Combine Files”
 - Click the “Save” button.
 - [a number of other free, online programs also exist; simply follow their instructions]
- Many copy machines also allow you to scan documents and then save them as a single PDF and send those scanned documents to your email.

Intern applicants should submit their materials electronically to their college coordinators. College coordinators should submit all approved applications to glip@gsu.edu. Please note that approved applications will be accepted on a rolling basis, and we encourage college coordinators to submit approved applications to glip@gsu.edu as soon as possible. The final date for submission to glip@gsu.edu is October 12th.